



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE**

☐ Update  
☒ Formal Review

**Date Submitted** 3/18/13

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***SECTION I - Identification***

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**Working Title:**

DBE Program Specialist

**Department:**

Transportation

**Job Code Number:**

131936

**Division & Bureau:**

Director's Office

**Job Code Title:**

Business Development Specialist

**Section & Unit:**

Civil Rights Bureau

**Pay Band:**

6

**Work Address:**

2960 Prospect Ave  
Helena. MT 59601

**Position Number:**

05003, 05006

**Phone:**

444-6337

☐ FLSA Exempt ☒ FLSA Non-Exempt ☒ Non-Union ☐ MPEA

**Profile Completed By:**

Patti McCubbins

**Work Phone:**

406-444-6042

***Work Unit Mission Statement or Functional Description:***

The Department of Transportation's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Civil Rights Bureau manages the Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs for both Title VI and Title VII; state laws and regulations associated with civil rights; the Disadvantaged Business Enterprise (DBE) Program; external labor and EEO contract compliance; Title I and Title II of the Americans with Disabilities Act (ADA); Federal Transit Authority (FTA) and Federal Aeronautics Administration (FAA) DBE and EEO compliance and supportive services programs.

***Describe the Job's Overall Purpose:***

The DBE Program Specialist manages and coordinates the daily operation of the Agency's Disadvantaged Business Enterprise (DBE) program to ensure MDT and contractor compliance with laws and regulations. This includes DBE eligibility recommendations; investigating charges of discrimination regarding certification or denial of applying firms; ongoing compliance monitoring; program specific data management; and a variety of other duties. The DBE Program Specialist affects the overall function of the Department by maintaining compliance that assures continuing federal funding for MDT projects. The DBE Program Specialist reports to the Civil Rights Bureau Chief and does not supervise.

<b><i>SECTION II - Major Duties or Responsibilities</i></b>	<b><i>% of Time</i></b>
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<b>A. Program Implementation</b>	<b>75%</b>
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| <ul style="list-style-type: none"> <li>Reviews certification applications, ensuring all required support documents have been provided, and analyzes the application and support documents to determine federal regulations and the MDT DBE Program eligibility criteria are met. This includes analysis of: capital contribution, financial statements, and statements of personal net worth, federal income tax documents, business records, corporate documents, and proof of minority status.</li> <li>Conducts on-site inspection/interviews with applicant firms to determine if the application is accurate, the eligible individual is in control of the firm, verify there are no restricting agreements and to view equipment and spaces to determine overall eligibility of the firm. Presents recommendations to the bureau chief for approval.</li> <li>Conducts on-site inspections/interviews at project sites to determine if the DBE is performing commercially useful functions on identified subcontract work items while using their own equipment and workforce. The DBE Program Specialist also reviews field project engineer records to determine personnel are following established DBE related procedures.</li> <li>Recommends certification, recertification, denial, or removal of certification to the Civil Rights Bureau Chief. These are based on investigation of the application, support documentation, on-site interviews, and compliance with USDOT certification guidance, the 49th CFR (Code of Federal Regulations) Part 26, the MDT DBE Program, 13th CFR, 23rd CFR Part 200, Sub-chapter C, and other applicable laws and regulations.</li> <li>Responds to complaints of discrimination including complaint investigations including investigative planning; interviews, and researching documentation. Analyzes allegations and issues, presenting objective facts, findings and conclusions and recommending appropriate action, including denial, rescission, decertification, sanctions, and debarment of certification. The DBE Program Specialist reports evidence that program regulations are being abused immediately after investigation, recommends corrective action, and produces written file reports and documentation.</li> </ul> |  |
|--|--|

- Produces a monthly written report to the Civil Rights Bureau Chief including the number of firms certified, recertified, and decertified, training provided, and other program specific accomplishments.
- Provides information and drafts quarterly reports on DBE goal achievements to the Civil Rights Bureau Chief based on monthly bid lettings, consultant design, contractor payments, and other MDT program areas involving federal funding. Develops annual DBE Program numerical goals associated with MDT, including Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), and Federal Transit Administration (FTA) federal funding sources.
- Maintains a computerized database for existing programs, including all federal-aid contracted dollars, sub-contracted amounts, commitments to subcontract, payments to prime and subcontractors, and actual achievement of DBEs in the federal-aid program. This includes on-going active participation with IT to assure the database provides the necessary information according to federal regulations.
- Maintains the DBE Program Directory. This involves maintaining all DBE vendor data in PES/LAS and in the DBE Application Suite. This also involves assuring that the on-line DBE Directory is at all times updated with the most current information. This is a federal requirement.
- Answers inquiries from the prospective applicants, other agencies, and county, city and tribal governments regarding program activities. Elevates inquiries to bureau chief when necessary.
- Compiles DBE bid information by maintaining a liaison with prime contractors and subcontractors and compiling information for the program's bidder's list. This involves maintaining all NAICS Code data in the vendor table in PES/LAS.
- Coordinates the bidder's list survey, ensuring that appropriate mailings are conducted, and responses are received and entered into the bidder's list database. Tracks actual dollar payments to prime and sub-contractors to determine annual goal accomplishments.
- Implements annual work plans which are the basis for Federal Highway Administration program funding, ensuring expenses incurred are allowed, reconciliation of monthly expenses to budget, allocation of funds for designated expenditures, processing budget obligations, developing long and short term budget obligations, and pursuing additional grant funding for program.
- Conducts DBE training programs across the state including explaining complex program policies and procedures and federal regulations to MDT employees, other state agencies, tribal and local governments, contractors and other interested parties.
- Develops program specific brochures, literature and general correspondence for public use and assists with handout designs, visual aids and manuals for use by the contracting community and minority/female sources.

## B. Program Development and Management

20%

- Develop goals and objectives of the program. Prioritizes these goals/objectives and determines focus of resources and timelines to achieve the program goals. Interpret federal and state guidelines to develop program that complies with guidelines.
- Develops quarterly and yearly statistical and narrative summary reports of the DBE Supportive Services program for FHWA, FTA, FAA, Civil Rights Bureau Chief and the MDT Director. These summarize the program, focusing on challenges with recommendations to improve program effectiveness, goals, and goal achievement. Produces a monthly newsletter to highlight program achievements and/or issues impacting the success of the program.
- In coordination with Supportive Services networking develops strategies and networking opportunities to further promote the program. Develops marketing materials, procedure manual, brochures and applications. Considers program achievements or challenges when developing strategies and goals.
- Reports to Civil Rights Bureau Chief and FHWA on the progress of program achievements or issues hampering program success. Considers audience, content and quality of the material and submits to the bureau chief for approval.

## Other Duties as Assigned

5 %

- Performs a variety of other duties in support of on-going bureau operations.
- Assisting with special projects, attending meetings and conferences, and participating in on-going training and educational programs as needed and directed.
- Performs a variety of duties assigned by the bureau chief.
- This includes directing special projects, representing the department at conferences or meetings, attending ongoing education or training as directed.

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***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Program Implementation

Duty B: Program Development and Management

**Does this position supervise others?**

☐

**Yes**

☒

**No**

**Attach an Organizational Chart.**

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**SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.**

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**Critical knowledge and skills required for this position:**

**KNOWLEDGE, SKILLS and ABILITIES (Behaviors):** See also MDT core behaviors

- Strong interpersonal and communication skills, both orally and in writing
- Ability to communicate information and ideas so others will understand.
- Skill in public speaking, adult training methods and collaboration and facilitation
- Experience in building relationships with individuals from a variety of backgrounds and cultures
- Ability to analyze and evaluate information to develop technical reports and recommendations
- Strong ability to work independently and be self-directed.
- Concepts and theories of program planning, advertising and marketing
- Knowledge of grant development and administration, specifically federally funded programs
- Knowledge of business management, including financial, operational, marketing and systems management.
- General knowledge of laws and regulations and the democratic process related to DBE's
- Use of training equipment and software
- Operation of printers, computers, fax machine and other standard office equipment
- Carry, lift and transport training materials weighing no more than 25 lbs.
- Travel within the state to program sites, conferences and meetings.

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                | <input type="checkbox"/> Related AAS/2-years College/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input checked="" type="checkbox"/> Related Bachelor's Degree            |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable fields of study:**

*Acceptable: Business Administration, Business Management, Public Administration, Education, Social Sciences or a related field.*

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years         |
| <input type="checkbox"/> 1 year                       | <input type="checkbox"/> 4 years         |
| <input checked="" type="checkbox"/> 2 years           | <input type="checkbox"/> 5 or more years |

**Other specific experience:**

- Business Administration, Business Management, Public Administration, Education, Social Work or a related field.
- Two years of job related work experience in program planning and/or program coordination.
- Experience working with federal grants is preferred.
- Other combinations of related education and experience may be considered on a case-by-case basis.

**Alternative Qualifications:**

This department will accept alternative methods of obtaining necessary qualifications.

☒ Yes    ☐ No

**Alternative qualifications include:** Will consider alternative qualifications on a case by case basis.

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***SECTION IV – Other Important Job Information***

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| <input type="checkbox"/> Fingerprint check           | <input checked="" type="checkbox"/> Valid driver's license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe                   |

This position is required to travel in-state to conduct program site visits, attend conferences, provide and attend training or meetings. Out of state travel is necessary on an as needed base for peer exchange with other states and for federal training opportunities.

The ability to lift no more than 25 lbs. is required.

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**SECTION V – Signatures**

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Signature indicates this statement is accurate and complete.

***Employee:***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Bureau Chief:***

Name: Patricia McCubbins \_\_\_\_\_

Title: Civil Rights Bureau Chief \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Director:***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Department Designee:***

Brent Rabe/Designee

Human Resources Division Administrator

Signature: \_\_\_\_\_

Date: \_\_\_\_\_